

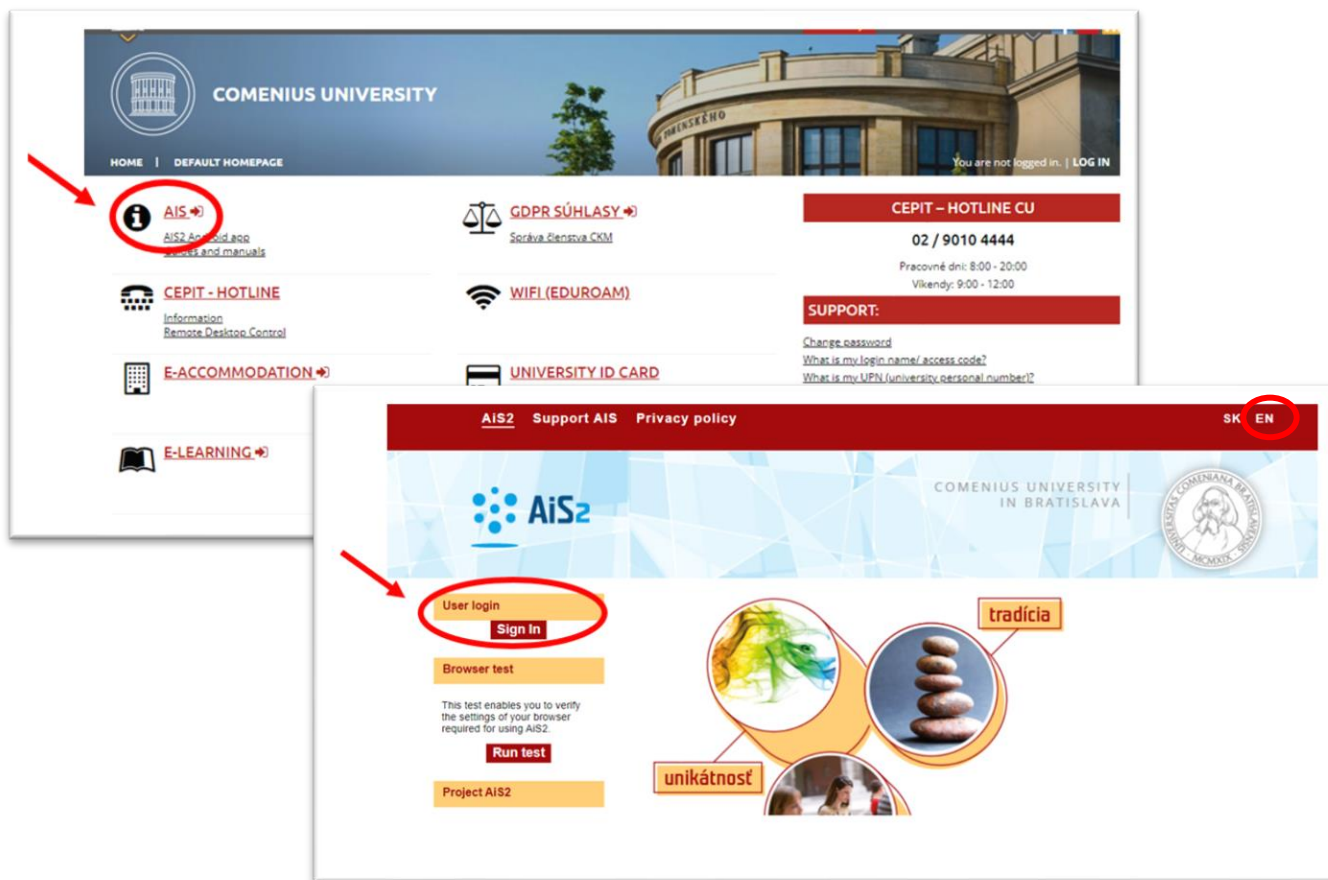


CONFIRMATION OF THE RETURN SLIP - PROCEDURE FOR CONFIRMATION OF INTEREST IN STUDIES, ADDING OF THE PHOTO FOR A STUDENT CARD, GRANTING CONSENT

LOGIN TO THE AIS₂ SYSTEM

Activate your internet browser and write in the address line: <http://moja.uniba.sk>, then click at the hypertext link **AIS**. You must register in the AIS system under your *Login UK* (username) and *Password* (you will find these in the decision on admission or in the received SMS from the university). You can switch to English using the option "EN" in the upper right corner.

Note: In case you do not have a user name and a password, contact the administrator of passwords at your faculty (<https://uniba.sk/en/about/faculties-and-units/cit/citps/bezpecnost/fakultni-spravcovia-hesiel>), or call on CePIT hotline tel. 004212 / 9010 4444 during week days 8am-8pm and during weekends 9am-12pm.

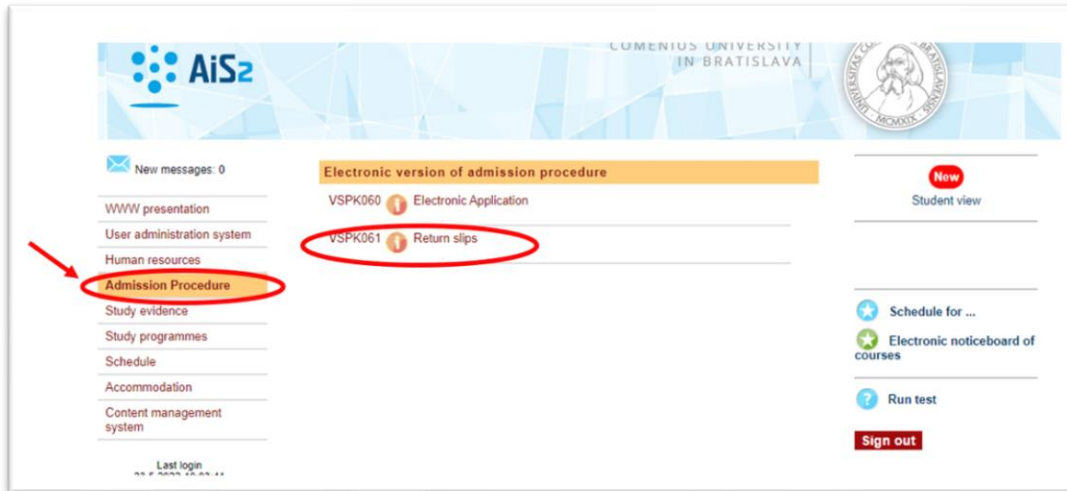




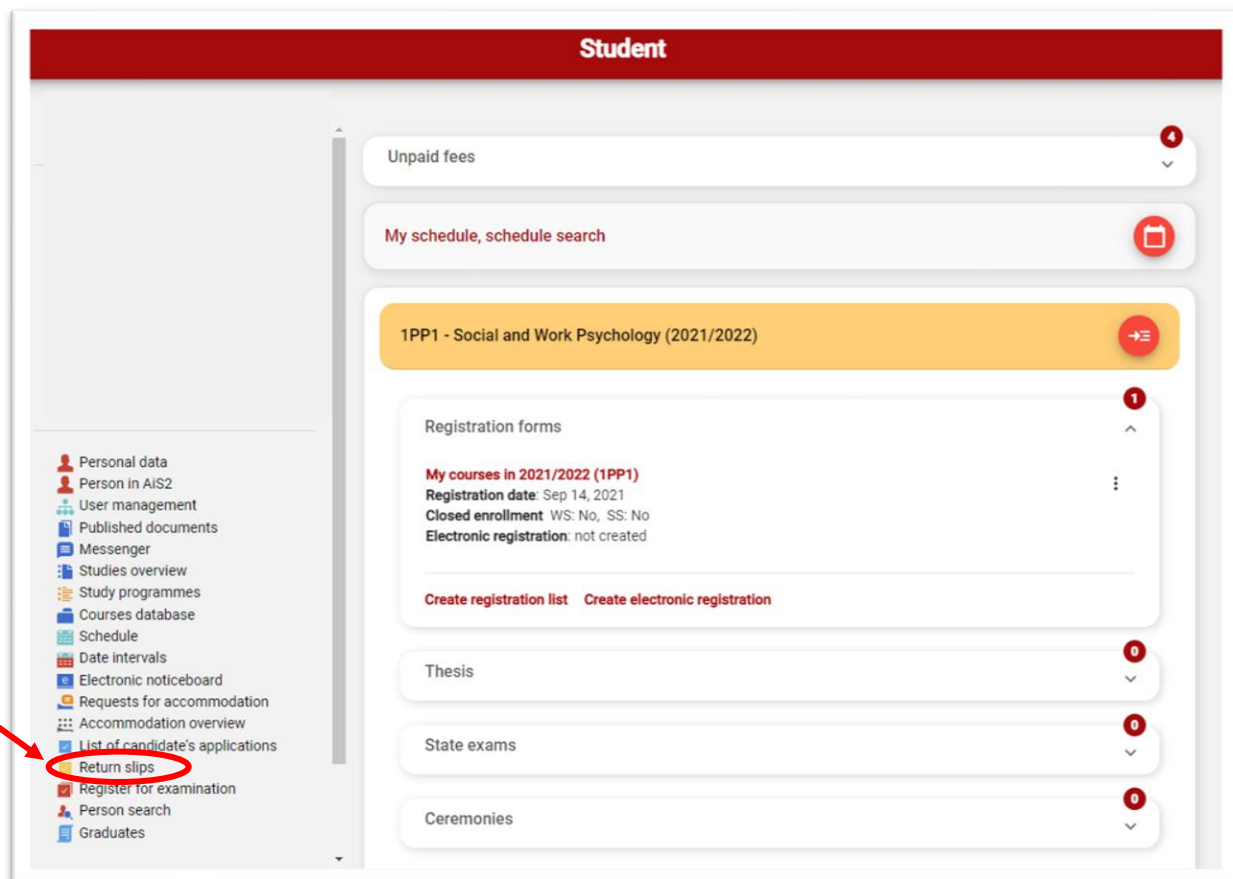
1

OPENING THE APPLICATION VSPK061 – RETURN SLIPS

After you log into the AIS2 system a window will open. In the menu on the left, select the option "Admission procedure" a then in the central menu select the application VSPK061 – "Return slips." In case there is no such application, most probably your return slip was not generated yet. For information when you can confirm the return slip, check your decision on admission or contact faculty's Study Administration.



In case you are student at Comenius and you use the Student view of AIS2, you can find the application VSPK061 in the left menu in the application list under "Return Slips".

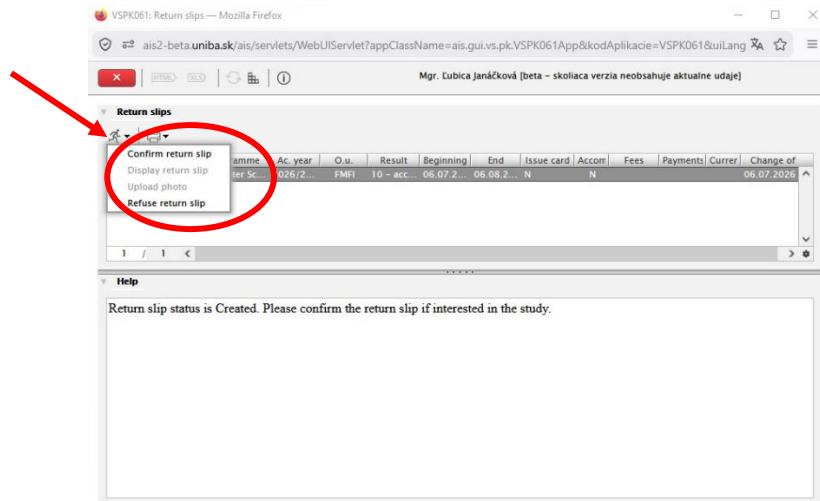




2

OPENING THE RETURN SLIP

After launching the application, a new window, **VSPK061: Return Slips**, will open. It contains a list of the study programmes to which you have been admitted. Select the row corresponding to the study programme you wish to respond to, then choose either **"Confirm return slip"** or **"Refuse return slip"**. Select **"Refuse return slip"** if you have decided not to enrol in the study programme.



3

CHECKING YOUR PERSONAL DATA

The newly opened window Return slip confirmation allow you to check, add or update your personal data. This data will be used for your student card. The data in the yellow fields are obligatory. If not filled in, the system will not allow you to continue. If the data is correct, click on the checkbox and then on the blue button "Next."

Enter your e-mail address.

Click on the checkbox: I confirm that the provided personal information are correct.

...then the button **Next** lights up. Click on it to proceed.



4

UPLOADING AND EDITING YOUR PHOTO

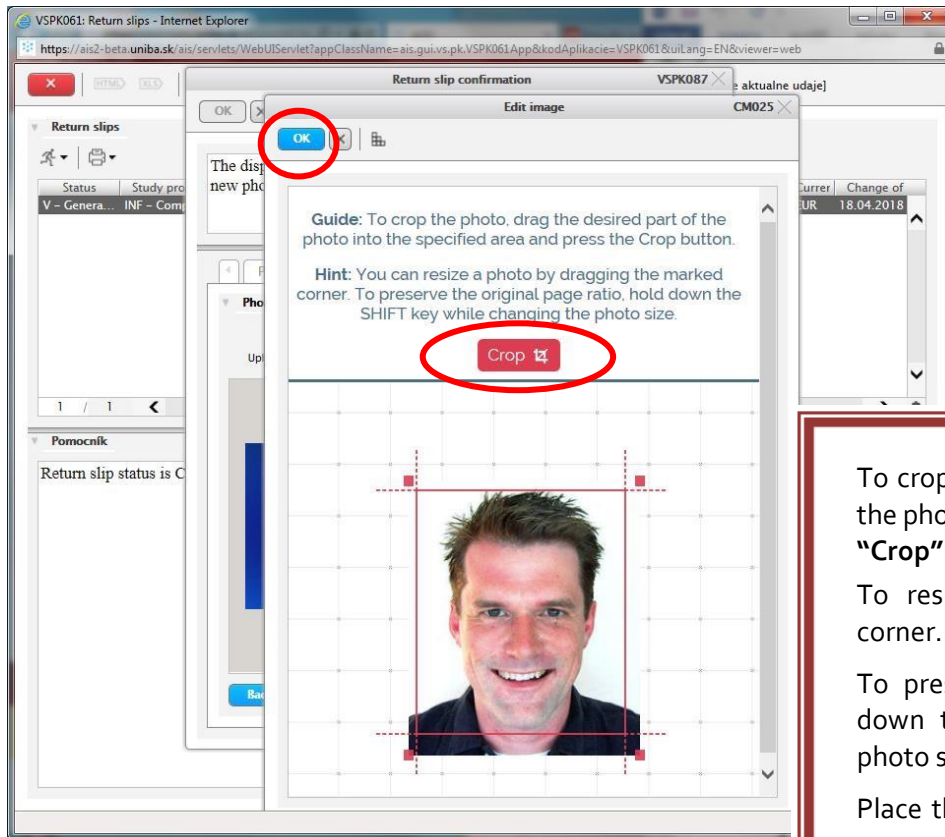
You reach the section *Photo*, where you upload a file with your photo (JPG format) with the minimal size of 183 x 148 px or 45mm x 35mm. This photo will be used for your student card. Click on the icon of "Head" to open the dialog through which you can upload the file from your computer (or from external source, i.e. USB).

Your photo must be current and colourful, and you shall look directly at the camera. Your face must be sharp, background is bright and monochrome. You shall not wear sunglasses (except from people with disability) or head cover (except from people with health or religion reasons).

1. Click on the *Head icon* 
2. Click on *Browse File* or *Vybrať súbor* and select the file from your computer
3. Upload the photo using the button "Save"



After you upload the photo, the window "Edit image" will open, where you can crop your photo.



To crop the photo, drag the desired part of the photo into specified area and click on the "Crop" button.

To resize your photo, drag the marked corner.

To preserve the original page ratio, hold down the SHIFT key while changing the photo size.

Place the cut photo to the desired position and click on **OK** to confirm the selection.

Click on the blue button **Next** at the bottom right to proceed or the button **Back** on the bottom left to return to the previous section.

5

CHOOSING THE STUDENT CARD VISUAL AND GRANTING CONSENT

You have reached a section *Student Card*. This card will be your Student Card. If you are a full-time student, the student card entitles you to enjoy various student discounts and benefits.

New students (who previously did not study at the Comenius University) have the checkbox "Submit application" for a new card selected automatically and cannot change it. Select the desired Card Visual. Card Visual refers to type of card you want to order. You can choose from an ISIC card or a university card (NO ISIC). Thus, License Type is automatically selected. If you choose ISIC, you must grant consent with the membership in CKM SYTS.

The text of the consent will show after clicking on the button of magnifying glass .

In case you already have a student card, or you applied for it through a different faculty, you cannot change the data in this section and another student card cannot be issued. If you want a new student card, contact faculty's Study Administration.



CONFIRMATION OF THE RETURN SLIP - PROCEDURE FOR CONFIRMATION OF INTEREST IN STUDIES, ADDING OF THE PHOTO FOR A STUDENT CARD, GRANTING CONSENT

To decide which license is more suitable for you, table below provides you with an overview of services each license provides:

<i>Service / card visual</i>	<i>ISIC</i>	<i>NO ISIC</i>
Use for transportation	YES	YES
Transportation discount *	YES	YES
Access to libraries	YES	YES
Accommodation card	YES	YES
Canteen access and discount on meals	YES	YES
Member in CKM SYTS (ISIC license 10 €)	YES	NO
Commercial discounts	YES	NO

* based on the carrier's tariff and transportation conditions

The external students are not able to change the data in this section and their card will have the "external student" visual.

Note: On the ISIC visual card you will have an ISIC license for the first academic year. For the following academic year, you will be able to decide whether you want to extend the license or not. It is not possible to purchase an ISIC license for a NO ISIC card and it is not necessary to grant consent with the membership in CKM SYTS. In case of your later interest in the ISIC license, you will need to apply for a new ISIC visual card from the Study Administration and grant additional consent with the membership in CJM SYTS and with providing your personal data to a third party.

VSPK061: Return slips - Internet Explorer
https://ais2-beta.uniba.sk/ais/servlets/WebUIServlet?appClassName=ais.gui.vs.pk.VSPK061App&kc

Return slip confirmation VSPK087

Warning: Press button "Next" to save your data.
Fill the data to issue a student card.

Personal data Photograph Student card Overvie

Student card

☒ Submit application for a new card

Card visual: - denný študent (ISIC)

Licence type: 3 - denný študent (NO ISIC)

Processing of personal data - consents and confirmations

What is the difference between confirmation and consent?

Type of consent: 1 / 1

Back Next

Select desired *Card visual*

In case you choose NO ISIC visual, click on button **Next** in the bottom right to proceed.



CONFIRMATION OF THE RETURN SLIP - PROCEDURE FOR CONFIRMATION OF INTEREST IN STUDIES, ADDING OF THE PHOTO FOR A STUDENT CARD, GRANTING CONSENT

If you choose an ID card with the ISIC design, you must select the consent type **"Application for CKM SYTS Membership and Consent to the Processing of Personal Data."**

You can view the full consent text by clicking the **magnifying glass** button .

You can give your consent by clicking the empty checkbox in the **"Granted"** column . Once selected, the checkbox will turn blue and display a check mark .

Additional consent types that you may grant on the **"Student Card"** tab are listed below the **"Application for CKM Membership"** consent type. It is entirely up to you which consents you choose to grant or withhold.

Proceed to the next step by clicking the button  in the right down corner.



6

RETURN SLIP FEES

You have reached the section *Overview of the return slip fees*. In this section you see the *Return Slip Fees* covering:

- fees for new student card and (7€),
- overhead costs (3€)
- and in case you chose ISIC visual the licence fee (10€)

For your Return slip to be accepted, you need to pay these fees. Execute the payment according to the instructions in your decision on admission, or according to the instructions on the faculty website, or alternatively contact your faculty Study Administration. The same applies also in case the fees have not been shown or have not been shown correctly.

In case of master studies at some of the faculties, you pay the fee for student card licence (validation mark) in our return slip. In case the fee has not been generated or has not been generated correctly, contact your faculty Study Administration.

7

CONFIRMATION OF THE RETURN SLIP

Click on button **Confirm** in the bottom right to confirm the Return Slip. After confirming the return slip, you will get back to the application VSPKo61.

Date	Charge	Fin. sum	Currency c.	OU	Type of n.
16.04.2019	3,00		EUR	FIF	
16.04.2019	7,00		EUR	FIF	
16.04.2019	10,00		EUR	FIF	

Warning

Information about accommodation can be found at <http://uniba.sk/ubytovanie/>

Return slip status is Confirmed. The return slip was sent to the Student Administration Office.
Pay the fees associated with the return slip according to the charging orders, which you have the option to print.

8

ACCOMMODATION

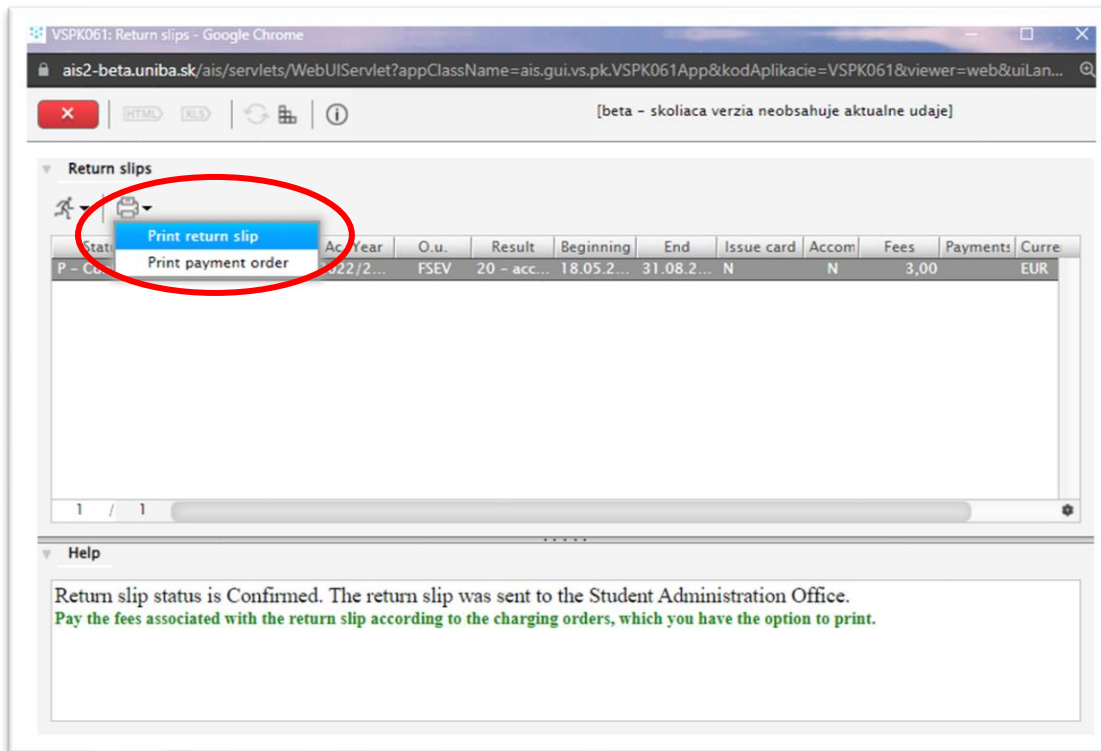
After conforming the return slip, a Warning about accommodation options will show. Click on "OK". The information about accommodation is available under www.uniba.sk/ubytovanie.



9

PRINTING THE RETURN SLIP

If the instructions in the decision on admission or on the faculty website require you to print the return slip, click on the desired return slip and then on the printer button  and print the return slip. You can print also the payment order for the return slip fees. Pay the fee accordingly using the Internet Banking or Mobile Banking app of your bank. You can also scan the QR code in the app to copy the data.



!!

Attention: After confirming the Return slip, the Return slip is processed by the Study Administration or respective faculty (or university) staff. If the photo is not suitable, the return slip may not be accepted, and its status will change to "N – neprijatá (Rejected)" and corresponding notification is sent to your e-mail address. In this case it is necessary to change the photo and reconfirm the Return Slip.

If your data and photo are correct, the Return Slip could be accepted by the faculty's Study Department and its status changes to 'K – prijatá (Accepted)'.

After the final check, the study department will process your Return slip and change the status of the Return slip to its final status "S – spracovaná (Managed)".

10

CLOSING THE APPLICATION

To finish work in the application, close it using the first icon  "Close application" in the upper menu.

If you have also finished work within the AIS system, sign out.

In case you need to change your data in the Return Slip subsequently (photo or missing data), please contact the faculty's Study Department.

CONFIRMATION OF THE RETURN SLIP - PROCEDURE FOR CONFIRMATION OF INTEREST IN STUDIES,
ADDING OF THE PHOTO FOR A STUDENT CARD, GRANTING CONSENT



*In case of an ambiguity in the procedure of completing the Return Slip Confirmation, contact AIS support (AIS Hotline) within the CEPIT (Centre for IT support at UK), tel. **000421 2 / 9010 4444**, available between 8am-8pm, weekends 9am-12pm.*